

# EXHIBITOR RESERVATION AGREEMENT

53rd Annual Meeting, May 27-31, 2025

Hyatt Regency

Minneapolis, MN, USA



american  
institute for  
conservation

**Preserving Cultural  
Heritage**

## Exhibitor & Primary Contact Information—Please print or type

Company \_\_\_\_\_

Our Primary Contact \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP, Country \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_ Fax \_\_\_\_\_

### Exhibit Booth Packages

Please indicate the number of each package or booth you would like to reserve in the space provided.



**Diamond Package** — Includes \$3,000 in sponsorship of Annual Meeting events, which can be applied to as many as three events. Also includes 1 draped 10'x10' booth, 6' skirted table, 2 chairs, sign, complimentary full-page ad in the final program, complimentary half-page ad in *AIC News*, inclusion in our sample & literature showcase, and 2 complimentary registrations. Exhibitor is acknowledged in final program and on a sign at registration desk.

**Diamond Package Cost: \$4,900**      **Number of Booths #** \_\_\_\_\_

**Gold Package** — *Now includes \$1,000 in sponsorship of an Annual Meeting event.* Also includes draped 10'x10' booth, 6' skirted table, 2 chairs, sign, complimentary full-page ad in the final program, inclusion in our sample & literature showcase, complimentary half-page ad in *AIC News*, & 2 complimentary registrations. Exhibitor is acknowledged in final program and on a sign at registration desk.

**Gold Package Cost: \$2,900**      **Number of Booths #** \_\_\_\_\_

**Silver Package** — Includes draped 10'x10' booth, 6' skirted table, two chairs, sign, complimentary half-page ad in final program, inclusion in our sample & literature showcase, and two complimentary registrations. Exhibitor is acknowledged in final program and on a sign at registration desk.

**Silver Package Cost: \$2,250**      **Number of Booths #** \_\_\_\_\_

**Standard Exhibit Booth** — Includes draped 10'x10' booth, 6' skirted table, two chairs, sign, and two complimentary registrations.

**Cost: \$1,675**      **Number of Booths #** \_\_\_\_\_

+ *Add additional booths — \$50 discount applied to each additional booth reserved per company.*

**Rates valid through August 15, 2025 only.**

**Total Fees for all Booths and Packages \$** \_\_\_\_\_

*50% non-refundable deposit per booth or package due upon reservation.* **Deposit Enclosed \$** \_\_\_\_\_

**Method of Payment**     Credit Card (MasterCard, Visa, American Express)     Check (#) \_\_\_\_\_

**Credit Card Number** \_\_\_\_\_ **Exp. Date** \_\_\_\_ / \_\_\_\_ **CVV:** \_\_\_\_\_

**Name on Card** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

### Complimentary Registrations

Tentative Booth Personnel #1 (Name & email) \_\_\_\_\_

Tentative Booth Personnel #2 (Name & email) \_\_\_\_\_

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## Terms and Conditions

### Payment Due Dates

Deposit must accompany exhibit reservation form. Balance of fees must be received by **February 16, 2025**, or the booth may be released at AIC's discretion. Full payment must accompany reservations made after **February 16, 2025**. p

### Exhibit Cancellation

Written notification of cancellation must be received by AIC prior to **March 9, 2025**. Payment will be refunded less 50% deposit. Unfortunately we are unable to issue refunds to any exhibitors canceling after this date.

### Liability

Neither AIC nor any officer or staff member thereof, will be liable for any personal injury to any and all persons or property caused by the exhibitor, his/her agents, representatives or employees. The exhibitor indemnifies and agrees to hold harmless AIC, its members, officers, directors and employees against any and all liability whatsoever arising from any and all damage to property or personal injury caused by an exhibitor or his/her agents, employees or other persons.

### Meeting Cancellation

In the event of meeting cancellation due to pandemic, fire, strikes, government regulations or other causes beyond AIC's control, AIC shall not be liable for failure to hold the 52nd Annual Meeting and exhibits, and AIC shall work with exhibitors to determine if they would like to have the funds carried over to 2025 or refunded. All exhibitors are required to set up their booths in such a way that they do not obstruct the sight lines of neighboring exhibitors. Booth selections will be made by a combination of: the order that reservation agreement and deposit are received by AIC and total 52nd Annual Meeting sponsorship.

I, the exhibitor, have read this form and agree to observe and be bound by the provisions contained herein.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Pay Online:** [www.culturalheritage.org/exhibitors](http://www.culturalheritage.org/exhibitors)

**Pay by Phone:** (202) 452-9545

**Pay by Mail:**

**AIC – 53rd Annual Meeting  
RE: 2025 Exhibit Hall  
727 15th Street NW, Suite 500  
Washington, DC 20005**

**Pay by Email:** Send form to [meetings@culturalheritage.org](mailto:meetings@culturalheritage.org)